Marion County Recorder Guide to Records Record Remotely Plus

In order to login to Recorder's Remotely Plus, you must click the "globe" icon at the bottom of the Marion County Recorder's Office main page that looks like this:

After clicking on this globe, you will arrive at a web page that looks like this:

At this point, you need to login to the system using the login information provided to you from the Marion County Recorder's Office IT Department.

After inserting this information correctly and logging in, you will come to a page that looks like this:

At this screen, you will need to click on the MetaFrame Presentation Server Client for 32-bit Windows link that looks like this:

 MetaFrame Presentation Server Client for 32-bit Windows

A message box will appear on screen and will ask if you would like to save the ica32t.exe file. Click on the Save File button to do so (if possible, save the file to your desktop):
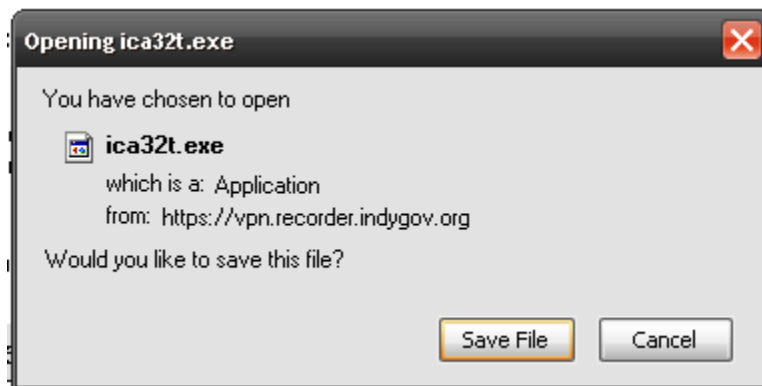
Once the file is downloaded, there should be an icon available for installation. Double click on this icon once you have found it (likely on your desktop):
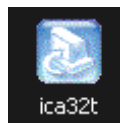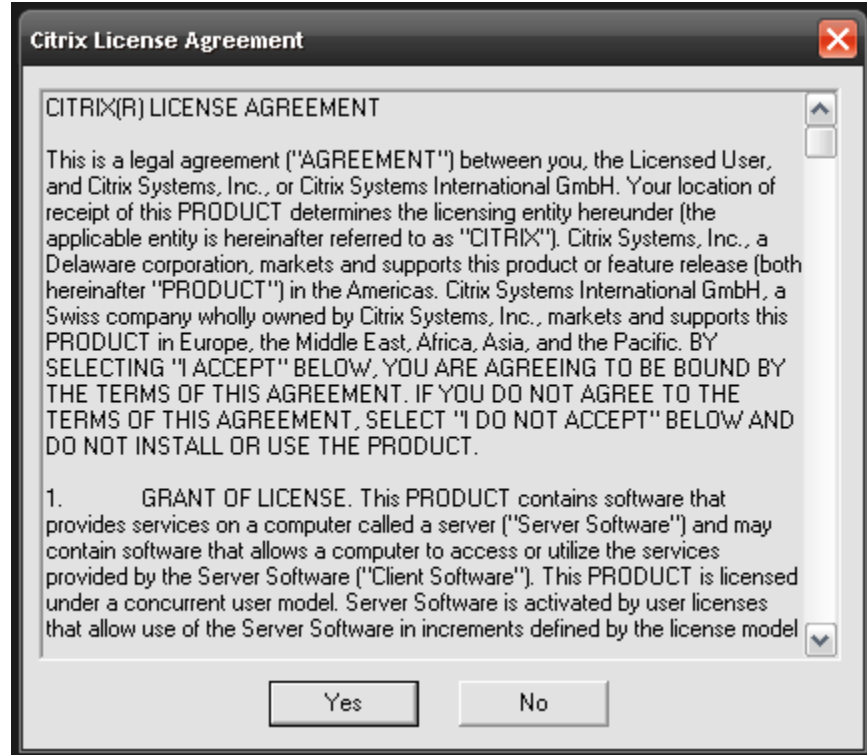

After double-clicking on this icon a dialog box will appear that looks like this:
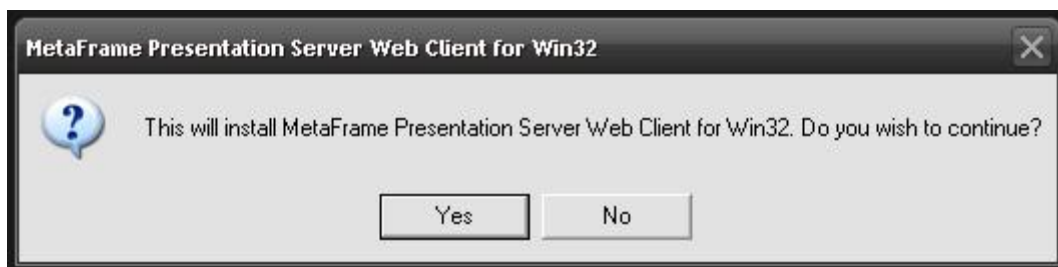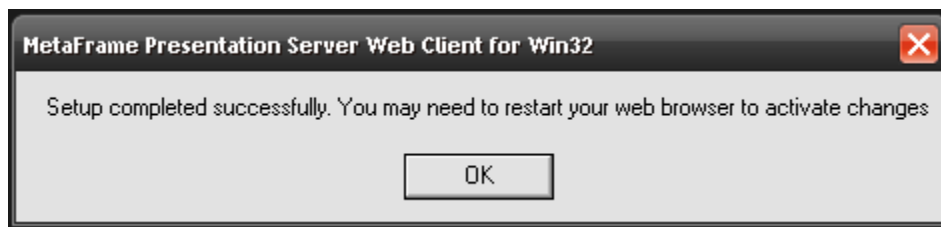

Click the Yes button to install.

Then a license agreement will appear. Click this Yes button to continue:

You will then be prompted, once the installation is complete, to restart your web browser

(click ok in this dialog box to close it, or click the button).

Please close your web browser (Internet Explorer, Mozilla Firefox, Netscape, etc.) and
reopen it.

At this point return to the Marion County Recorder's Office Home Page, and click again on the "globe" to return to the Record's Remotely Plus access. Your page will look like this:

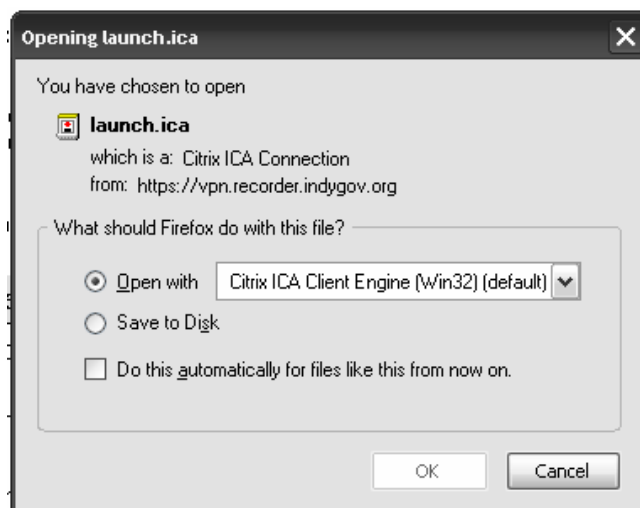Log in to the dialog box at the left using the User name and Password given to you to log into the system. Once this information is accepted, double click on the Client 32 icon that looks like this:
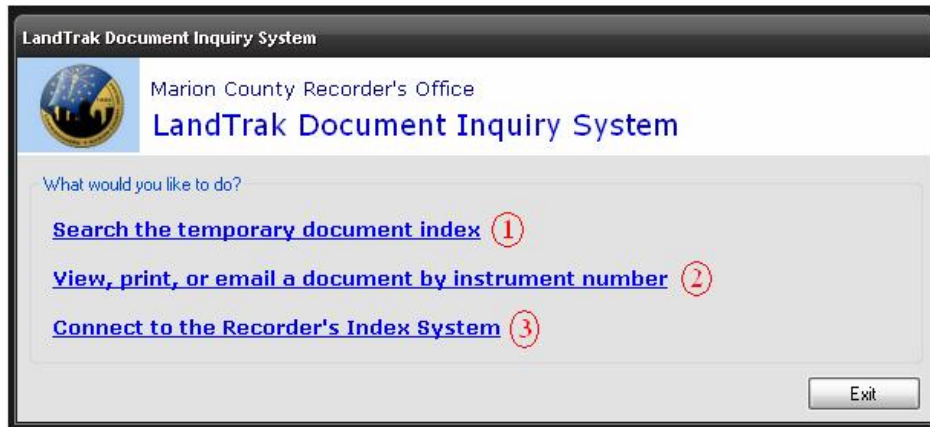

Client32

This will launch a dialog box that will look like this:

Make sure the Open with option is selected, and then click the OK button. The Records Remotely Plus System will then begin loading.

Here is the first screen you will see when using our Records Remotely Plus System:

At this screen you can go into the menus of:
1. Searching the temporary document index
2. View, print, or email a document that you have an instrument number for
3. Connect to the Recorder's Index System
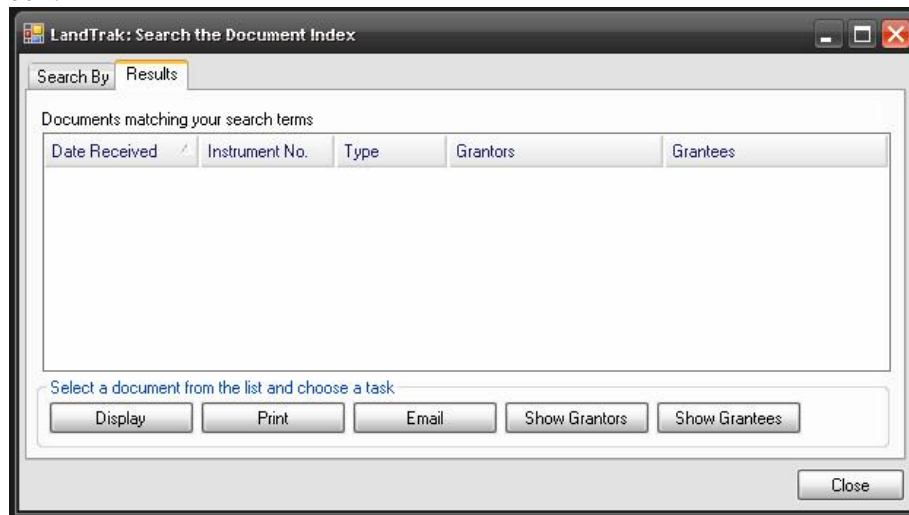
Here is what the **Search the Document Index** menu looks like:

At this screen you can search documents by:
- The date the document was received
- The instrument number of the document
- The document type
- The Grantor name
- The Grantee name

This is what the Results screen will look like after a search in the Search the Document Index screen:

From the results, you can:
- Display
- Print
- Email
- Show Grantors
- Show Grantees

Here is the **View, Print, or Email by Instrument Number** screen:
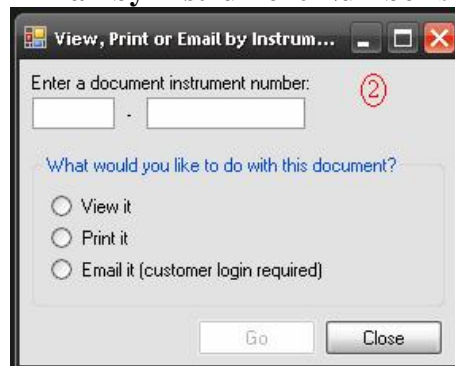
From this screen you can:
- View a document by instrument number (Do NOT print from this screen)
- Print a document by instrument number (Insert your name to retrieve)
- Save > Not an option available at these Public Inquiry stations!!!
- Email a document by instrument number (You will need a LOGIN from an account you currently have with the Marion County Recorder's Office)

Here is the Marion County Recorders Index System screen:

At this screen you must enter the **BLUE** sequence to the right (W234REF3 in this case, but *it will be different on your station*) into the **Userid:** field and press the **ENTER** key.

If successful, you will reach the Recorder's Index System Document Inquiry Menu

Here are some instructions for searching:

- If searching by <u>NAME,</u> go to Line (1) and type in the **LAST NAME** then hit the **TAB** key. Then enter the **FIRST NAME**, and then hit the **F4** key.
- If searching for a <u>BUSINESS,</u> go to Line (2) and type in the **BUSINESS NAME**, then hit the **F4** key.
- If searching by an <u>INSTRUMENT NUMBER</u>, go to Line (6), and type in the **INSTRUMENT NUMBER**. Then hit the **F5** key for exact inquiry OR the **F2** key to display.

<u>Important FAQs/Facts for searching</u>:
- You must have the CURSOR on the line/field you are inquiring in to perform a search with the **F4** or **F5** keys or if you are displaying the image with the **F2** key.
- When inserting numbers for a selection, put the number 0 before inserting single digit numbers.
- Subdivision names are searched using the **PLAT** search on Line (4).
- Be sure to know the instrument number of the document you have, or remember it once you discover it.
- Lines (1) through Line (4) are searched using the **F4** key.
- Lines (5) through Line (9) are searched using the **F5** key.
- You can adjust the size of the windows by moving the mouse arrow near the edge of the window until it appears as a double headed arrow ↔. You can move the window by clicking on the title bar with your mouse arrow using the left mouse button, holding it down, and dragging it to your desired location.
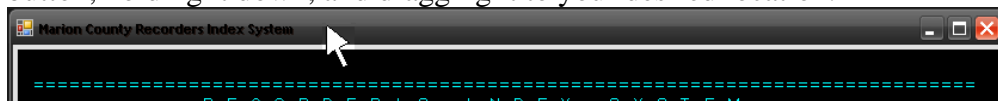
<u>Other keys that are used include</u>:
- The **F9** key will take you to the Main Menu.
- The **F10** key will take you to the prior screen.
- The **F8** key will take you a page forward in searches.
- The **F7** key will take you a page backward in searches.
- The F2 key will display an image.
- When displaying an image, the **F5** key displays the next page.
- When displaying an image, the **F4** key displays the previous page.
- At the Main Menu, the **F11** key will clear all of the information on the screen.
- To close a window, you can either click the ✖ x button or press combo **Alt**+**F4** keys.
- If the program seems locked, hitting the **CTRL** key may help unlock the screen.

PLEASE <u>DO NOT CLOSE</u> THE RECORDER INDEX SYSTEM DOCUMENT INQUIRY WINDOW.
PLEASE <u>CLEAR</u> THE SCREEN USING THE F11 KEY AT THE MAIN MENU.
IF YOU ARE NOT AT THE MAIN MENU, USE THE F9 KEY WHEN FINISHED TO RETURN THERE FOR FUTURE SEARCHING.

Ø IF YOU REQUIRE FURTHER ASSISTANCE PLEASE CONTACT A REPRESENTATIVE FROM THE RECORDS DEPARTMENT.